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TO: More at Four Contract Administrators, Program Contacts and Fiscal Contacts

FROM: John R. Pruette, Executive Director
Tina Quiller-Morgan, Chief Budget and Management and Analysis
Office of School Readiness (OSR)

RE: *More at Four* Pre-Kindergarten Program
Fiscal and Contract Manual (Revised July 2007)

DATE: August 1, 2007

The *More at Four* Pre-Kindergarten Program Fiscal and Contract Manual provides guidelines to properly manage the financial, budget and contracting aspects of the program and provides reporting requirements for expenditures and reimbursements.

The revised version (effective 2007-2008) is now available on More at Four website:

<http://www.governor.state.nc.us/Office/Education/Home.asp>. Please disseminate this manual as needed in your agency. Remember the Audit Guidelines are posted separately on the web site. Although the revisions are summarized below, please review the manual in its entirety to update yourself with all requirements.

Summary of Changes:

1. Section that major changes can be found in the following sections:
 - a. Section 2 County/Region Plan and Contracts. (Contract Determination, Plan Review and Approval, Contract Development, Review and Approval, Subcontracting responsibilities, Contract Changes and Administrative letters)
 - b. Section 3 Funding. (Other Resources (Estimated and Certified))
 - c. Section 4 Related Funding Information. (Leveraging and Supplanting funds)
 - d. Section 5 Payment Process. (operating funds and start-up funds)
 - e. Section 6 Property Management. (Property Management and Non Consumable items)
 - f. Section 10 Reporting Requirements.
 - g. Section 13 Audit and Monitoring (monitoring guidelines)
 - h. Appendix A Forms. Forms have been removed from the manual; however, a list of the forms is included. (All forms have been updated. Discontinue use of old forms immediately. Go to the More at Four website /Program Information and Forms to download all forms.)
 - i. Appendix C. Glossary

If you have difficulty downloading any documents from the website, please call Jamie Woodlief at 919-981-5530. If you have questions about the manual, please call Tina Quiller-Morgan at 919-981-5308. We look forward to working with all of you this year.

JRP/tqm

cc: Program Consultants

